

# Committee Procedures

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## I. Actions a committee can take on referred resolutions.

After discussion of the resolution by the committee, there are 3 basic actions a committee can take on a resolution sent to it from the floor. The first and simplest is that they can recommend that it be passed as sent to the committee. All this takes is a motion from a committee member and a second to move adoption; then an affirmative vote of the committee. The second and almost as simple is that a committee can recommend rejection of the resolution. This happens either on a motion and second to reject the resolution and an affirmative vote of the rejection or if the motion to accept, as state above, is defeated. The third is that the committee can modify the resolution. If it is a simple one or two word change that does not change the meaning of the resolution, it can be accomplished by “common consent” or agreement of the committee. To accomplish this a suggested change is recommended and it has unanimous agreement of the committee. A motion is then made and seconded to pass as modified; then an affirmative vote. If it is a major change; then a two step procedure is needed, then a substitute resolution is written. Any major amendment to the referred resolution in committee needs a substitute resolution. This substitute resolution is a committee resolution. Discussion and action on the substitute resolution is then taken.

## II. Other Committee Actions.

A committee can also recommend resolutions written by the committee. These are called committee resolutions and can be written on any topic which falls under the jurisdiction of the committee. After passage by the committee this is sent to the delegate body for their action. Ideas for committee resolutions can come from either committee members or other delegates.

A committee can also ask for explanation of a resolution during its discussion phase. This is accomplished by bringing in a non-committee member to explain the resolution. This could be the sponsor of the resolution, the delegate form the Grange who submitted it, or any other member who has expertise in the area (does not need to be a delegate).

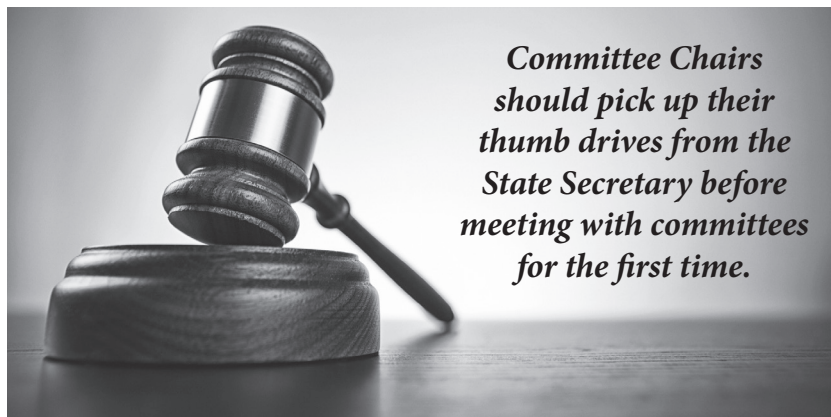
## III. Chairman's Report on the Floor.

The following procedure is used for the chairman to report action on a resolution on the floor. Following the Secretary's reading of the resolution, the Chairman moves action. The following action should be used:

“The Committee moves adoption (rejection) of the resolution.”

No second is needed. The chairman then briefly explains the committee's reasons including if there is a substitute resolution and answers any questions from the floor.

All resolutions must be reported back to the floor.



*Committee Chairs  
should pick up their  
thumb drives from the  
State Secretary before  
meeting with committees  
for the first time.*